

DOCUMENT MODIFICATION REQUEST (DMR)

Page 1 of 1

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

2. Existing Document Number/Revision			1. Date 10/08/93		25. DMR. No. 93-DMR-000902	
4. Originator's Name/Phone/Page/Location Rotha Randall/6910/NA/080-147			3. New Document Number or Document Number if it is to be changed with this Revision 2-510-ER-ADM-06.02			
5. Document Title Drawing Control						
6. Document Type <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Other			7. Document Modification Type (Check only one) <input checked="" type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Intent Change <input type="checkbox"/> Nonintent Change <input type="checkbox"/> Editorial Correction <input type="checkbox"/> Cancellation			
8. Item	9. Page	10. Step	11. Proposed Modifications			
NA	NA	NA	This procedure specifies document control requirements for drawings and ensures that correct and current drawings are used where necessary to achieve quality.			
12. Justification (Reason for Modification, EJO#, TP#, etc.) This procedure is required to implement the Quality Assurance Project Plan.						
If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concurror prints, and signs in Block 14, and dates in Block 15.						
13. Organization		14. Print and Sign (if applicable)			15. Date (if applicable)	
EQS		NA			NA	
FOM		NA			NA	
RPM		NA			NA	
EE&T		NA			NA	
SPP		NA			NA	
GEO		NA			NA	
SAA		NA			NA	
16. Originator's Supervisor (print/sign/date) Mark Brooks <i>M. C. Brooks</i> 10/14/93						
17. Assigned SME/Phone/Page/Location Becky Hadacek/8720/5907/080-284		18. Cost Center K.T. 0247		19. Charge Number K.T. 12/6/93		20. Requested Completion Date 01/31/94
22. Accelerated Review? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		21. Effective Date NA 5/31/95				
23. ORC Review Not Required						
24. Responsible Manager (print, sign, date) K. BENTZEN <i>K. Bentzen</i> 11/11/93						

REVIEWED FOR CLASSIFICATION/UCN

BY NA
DATE NA

ADMIN RECORD

A-OW-002036

Rel. for final distribution on 5/2/95
Required reading completed on 5/31/95

DISCIPLINE-SPECIFIC CONVENTION FORM

Date: 3/14/93

During Comment Resolution of Procedure 2-G10-ER-ADM-06.02, the following discipline-specific conventions have been identified See Environmental Restoration Management Procedure Implementation Plan and Memorandum of Understanding with Plant Procedure Group (RFP/ER-MP-93IP.001). This document addresses general changes applicable to all Environmental Restoration Management procedures.

A request for an exception for all ERM Level 2, 3, & 4 procedures was granted 12/23/93 and includes all changes identified in RFP/ER-MP-93IP.001.

Check the origin of this modification:

- | | |
|---|--|
| <input type="checkbox"/> Internal Review Comment | <input type="checkbox"/> Writer Issue |
| <input type="checkbox"/> SubORC Comment | <input checked="" type="checkbox"/> Adopted Convention |
| <input type="checkbox"/> ORC Comment | <input checked="" type="checkbox"/> DOE Comment |
| <input type="checkbox"/> New Issue | <input type="checkbox"/> Building Management |
| <input type="checkbox"/> RCRA | <input type="checkbox"/> OSHA |
| <input checked="" type="checkbox"/> IAG/CERCLA/RCRA | <input checked="" type="checkbox"/> ERM QAPjP (IAG Document) |

This convention affects all groups for the following series of procedures:

ERM Level 2, 3 and 4 procedures and any ERM Level 1 procedure related to IAG activities. Note, the only convention affecting ERM Level 1 procedures relates to required additions to the title page.

Completed by:

Rotha Randall
Print

Rotha Randall
Signature

03/14/94
Date

Instructions:

1. Writer or Editor records date, procedure number, and the convention identified for modification.
2. Writer or Editor checks (✓) origin of the modification.
3. Writer or Editor indicates the group affected by the modification and documents modification.
4. Writer or Editor distributes form to affected groups and Editors.

Rocky Flats Environmental Technology Site

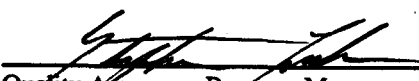
2-G10-ER-ADM-06.02

REVISION 0

DRAWING CONTROL

INFORMATION
ONLY

APPROVED BY


Director,
Environmental Restoration Program DivisionS.G. Stiger / 5-1-95
Print Name Date
Quality Assurance Program Manager,
Data Management and Reporting ServicesR.S. LUKER / 5-1-95
Print Name DateDOE RFFO/ER Concurrence on file: ☐ Yes ☐ No ☒ NAEnvironmental Protection Agency Approval Received: ☐ Yes ☐ No ☒ NAResponsible Organization: Environmental Restoration Program DivisionEffective Date: 5/31/95

REVIEW BY THE FOLLOWING DISCIPLINES IS DOCUMENTED IN THE PROCEDURE HISTORY FILE:

Data Management and Reporting Services
Environmental Operations Management
Group 1 OU Closure
Industrial Area OU Closure
OU 2 Closure
OU 5, 6, 7 Closures
Solar Ponds Project

USE CATEGORY 4

ORC review not required

The following have been incorporated in this revision:
93-DMR-000902

Periodic review frequency: 1 year from the effective date

LIST OF EFFECTIVE PAGES

<u>Pages</u>	<u>Effective Date</u>	<u>Change Number</u>
1-8	<u>5 / 31 / 95</u>	<u> </u>

TOTAL NUMBER OF PAGES: 8

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1. PURPOSE

This procedure defines the responsibilities of the Environmental Restoration Program Division (ERPD) for the control of ERPD Project drawings.

This procedure implements the requirements of the Environmental Restoration QA Project Plan (QAPjP), Section 6.0, Document Control, the Conduct of Engineering Manual (COEM), and the Engineering General Drafting Manual.

2. SCOPE

This procedure applies to all Rocky Flats Environmental Technology Site (Site) employees and subcontractors performing ERPD activities requiring Project drawings which directly or indirectly affect the quality or safety of ERPD activities.

3. OVERVIEW

This procedure communicates to all ERPD organizations and subcontractors that all Project drawings generated for the Site in support of ERPD activities are to be initiated, changed, approved, and controlled by Site Engineering Documentation and in accordance with the COEM. All ERPD Project drawings are required to meet the standards defined in the Engineering General Drafting Manual and be validated and controlled as defined in the COEM, 2-L08-COEM-AMN-105, Engineering Drawing Control, and 2-L10-COEM-AMN-101, Engineering Document Control.

In addition to the above requirements, all ERPD Project drawings and Site Engineering Documentation work control forms requesting support from Site Engineering Documentation must include:

- ERPD Project number
- Operational Unit (OU) designator number
- Reference Category Description "R."

All changes to existing ERPD Project drawings are in accordance with 2-D46-COEM-DES-255, Engineering Change Request.

4. DEFINITIONS

All applicable definitions are found in the COEM or the Rocky Flats Plant Dictionary.

5. RESPONSIBILITIES**5.1 ERPД Employees and Subcontractors**

Ensures that all ERPД prepared Project drawings are generated, changed, validated, and controlled pursuant to the applicable sections of the COEM.

Ensures that all ERPД prepared Project drawings and all requests for Site Engineering Documentation support contain an ERPД assigned Project number, an OU designator number, and the Reference Category Description "R."

5.2 ERPД Project Manager

Assigns Project numbers to all ERPД projects requiring drawings and drawing control services from Site Engineering Documentation.

Ensures that all ERPД employees and subcontractors comply with the COEM and this procedure.

Ensures that all personnel, including subcontractors, are trained and qualified to perform the duties, tasks, and responsibilities described in this procedure.

Ensures that all core and ERPД-specific training has been completed and documented, and that copies of all documentation have been forwarded to the ERPД training files.

5.3 ERPД Technical Publications (TP)

Reviews all ERPД prepared Project drawings and ERPД Environmental Documentation work control forms for additional information such as ERPД Project number, OU designator number, and Reference Category Description "R."

Forwards all ERPД prepared Project drawings and work control forms to Site Engineering Documentation.

Maintains the quarterly Engineering Drawing Report supplied by Site Engineering Documentation for all ERPД drawings.

6. INSTRUCTIONS—PREPARED DRAWINGS

NOTE *Prepared drawings are drawings created and drafted by ERPD personnel and subcontractors.*

ERPD Project Manager

- [1] Assign an ERPD Project Number to all projects requiring drawings and/or drawing control services from Site Engineering Documentation.

ERPD Employees and Subcontractors

- [2] Prepare the ERPD Project drawing in accordance with the COEM and the Engineering General Drafting Manual.
- [3] Include the following additional information on the ERPD Project drawing:
 - ERPD Project Number in the drawing title block
 - OU designator number in the keyword field of the drawing title block
 - Reference Category Description "R" for Environmental Restoration in the drawing margin area as shown in the Engineering General Draft Manual
- [4] Submit the ERPD Project drawing and electronic media configuration to ERPD TP.

ERPD TP

- [5] Ensure that the ERPD Project drawing has an ERPD Project Number, an OU designator, and the Reference Category Description "R."
- [6] Record the drawing identification number, ERPD Project Number, and OU designator number into a manual or a computerized log.
- [7] Forward Project drawing and electronic media to Site Engineering Documentation for processing.

7. INSTRUCTIONS—WORK CONTROL FORM, RF-47454, REQUESTS

NOTE *Work control forms are requests for Site Engineering Documentation to create and draft drawings for ERPD projects.*

7.1 Requests for Engineering Documentation Support**ERPD Project Manager**

- [1] Assign an ERPD Project Number to all projects requiring drawings and/or drawing control services from Site Engineering Documentation.

ERPD Employees and Subcontractor

- [2] Complete a Work Control Form, RF-47454, for all ERPD Site Engineering Documentation support requests in accordance with 1-E32-IWCP-1, Work Control Form Processing.
- [3] Include the following additional information on the work control form:
 - The ERPD Project number
 - The OU designator
 - Category Description "R" for Environmental Restoration
- [4] Submit the work control form to ERPD TP for review and logging.

ERPD TP

- [5] Ensure that the work control form contains the following:
 - ERPD Project number
 - OU designator
 - Reference Category Description "R"
- [6] Record the ERPD Project Number, OU designator number, and the drawing identification number if known into a manual or a computerized log.
- [7] Forward the work control form to Site Engineering Documentation for processing.

7.2 Requests for Copies of ERPD Drawings

Requests for working copies, information only copies, and interim copies for drawing changes are obtained by completing the designated forms as defined in the COEM. All approved ERPD drawings are listed on an engineering drawing report. The report is generated quarterly by Site Engineering Documentation and is maintained by ERPD TP.

8. INSTRUCTIONS—DRAWING CHANGES AND MODIFICATIONS

Changes and modifications to controlled drawings are accomplished in accordance with the COEM.

Drawing changes and electronic media are submitted to ERPD TP for review prior to forwarding to Site Engineering Documentation, see Section 7, Work Control Form,

9. RECORDS

Management of all records is consistent with 1-77000-RM-001, Records Management Guidance for Records Sources.

NOTE *Retention schedules for engineering drawings have been designated as permanent. Copies of ERPD generated Project drawings are available through Site Engineering Documentation.*

ERPД Employees and Subcontractors

- [1] Ensure that the original and one copy, as required, of the following quality-related records, are transmitted to the ERPD Project File Center (PFC) in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal:
- Quarterly Engineering Drawing Report

Submission of record copies to the ERPD PFC is in accordance with Administrative Record requirements, as defined in 2-S65-ER-ADM-17.02, Administrative Records Document Identification and Transmittal.

There are no nonquality records generated by this procedure.

10. REFERENCES

Conduct of Engineering Manual (COEM),

- 2-L08-COEM-AMN-105, Engineering Drawing Control
- 2-L10-COEM-AMN-101, Engineering Document Control

Engineering General Drafting Manual

QAPjP, Environmental Restoration QA Project Plan, Section 6.0, Document Control

1-E32-IWCP-1, Work Control Form Processing

1-77000-RM-001, Records Management Guidance for Records Sources

2-D46-COEM-DES-255, Engineering Change Request

2-G18-ER-ADM-17.01, Records Capture and Transmittal

2-S65-ER-ADM-17.02, Administrative Record Document Identification and Transmittal